

ACCOUNTING PROCEDURE

TOPIC: Section 12--Travel 6.1	EFFECTIVE DATE: 2/12/87
TITLE: Travel Advances	REVISION DATE: 2/24/04
AUTHORIZED BY: Cheryl Thompson, Deputy Director	PAGE 1 OF 5

BACKGROUND

Section 16.53 (1) (cm) of the Wisconsin Statutes enables the head of each state agency to advance money for travel expenses to employees.

POLICY

It is the policy of the Department of Health and Family Services to offer advances to employees to minimize their out-of-pocket expenses.

Non-state employees are not eligible for travel advances (except where specifically approved by the Department of Administration).

Due to a statutory change, effective January 24, 2004 the \$50.00 minimum for travel advances has been eliminated.

In no cases may the travel advance exceed 80 percent of the total estimated expenses. It is the responsibility of each organization to analyze the travel advance to determine its validity and ensure collection of all travel advances.

Due to accounting and monitoring problems in transferring travel advance data to DOA, use of contingent funds to grant travel advances or to repay travel advances is not allowed.

The following procedures are established to aid in the preparation of the request, monitoring of the request, and collection of the amounts advanced.

PREPARATION OF TRAVEL ADVANCE FORM

The individual requesting the travel advance should prepare Form DOA-6094 (R01/97)(DOA Advance Travel Expense Request form).

The travel advance requests should be classified as occasional (date specific travel) or continual (routine monthly reoccurring travel). Continual travel advance levels can be established or adjusted using actual payments previously made, or an analysis of future anticipated expenses because of expected travel plans.

SUBMISSION OF DOA-6094 (R01/97) TRAVEL ADVANCE REQUEST TO BFS

The completed DOA-6094 (R01/97) should be submitted to the Travel Unit within the Accounts Payable/Billing & Collections Section in the Bureau of Fiscal Services (BFS) 10 days prior to the anticipated need.

BFS ACTIVITIES ON TRAVEL ADVANCE REQUESTS

The BFS Travel Unit within the Accounts Payable/Billing & Collections Section will do the following:

1. Review the request to determine completeness and accuracy.
2. Key travel advance request into the Fiscal Management System (FMS) to generate a check.
3. Attach the Official Notice from BFS to the DMS-188 check distribution/attachment form.
4. Prepare a DMS-148, Travel Advance Verification Form, and send it to the Payroll and Benefits Section of the Bureau of Personnel and Employment Relations (BPER).
5. Payroll and Benefits Section acknowledges receipt of the DMS-148 by signing it and returning it to BFS. Copy of the DMS-148 is placed in the Personnel File.
6. Place a copy of the DOA-6094 (R01/97) and the acknowledged DMS-148 in the outstanding travel advance file.

MONITORING OF TRAVEL ADVANCES

1. **Occasional Travel Advances.** It is the responsibility of the employee and respective supervisor to ensure the repayment of the travel advance occurs on the employee's next travel voucher. Employees should be reminded that travel vouchers are not to be held. Should an occasional travel advance span a two-month period (i.e., November 27 through December 3), the advance is to be repaid when the employee submits the travel voucher covering this time period. If several trips are expected during a month, an advance for the entire month should be requested. If the travel advance is not repaid, the BFS Travel Unit will initiate a payroll deduction to adjust it from the employee's next paycheck.
2. **Continual Travel Advances.** Procedures to repay continual travel advances are the same as those for occasional travel advances. An exception is that they do not have to be repaid on the next employee travel voucher. However, adjustment to a travel advance should be made whenever actual travel cost does not occur at the level previously expected. It is the responsibility of the employee and respective supervisor to ensure the repayment of the continual travel advance should there be changes in the employee's job that would warrant a change in the travel advance. Periodically the BFS Travel Unit will do a review of these to see that actual travel costs warrant the travel advance.
3. The Payroll Benefits Section in the BPER will advise the BFS Travel Unit of any employee, having an outstanding travel advance, who is terminating employment with his or her employing unit. If the travel advance exceeds the last travel voucher submitted by the terminating employee, and the employee does not remit the excess, the Payroll Benefits Section, after consultation with the BFS Travel Unit, should initiate a one-time payroll deduction from the employee's last paycheck. A check to repay this should be payable to the Department of Health and Family Services and should be given to the BFS Travel Unit for prompt deposit.

REPAYMENT PROCEDURES

The procedures to be used to repay an outstanding travel advance are dependent upon the relationship of the travel advance and the actual expenses appearing on the employee travel voucher. Procedures to use are as follows.

Activities of the Submitting Organization

1. The employee prepares the travel voucher, recording all costs incurred.
2. If travel costs exceed the outstanding travel advance, the employee will be paid the difference between total allowed costs shown on the travel voucher and the travel advance repaid.
3. If the travel advance exceeds the actual travel costs incurred, the employee submits a check for the excess of travel advance with his or her travel voucher. If a check is not received for the excess, the excess will be adjusted off the employee's subsequent paycheck.
4. Once signed, the organization forwards the travel voucher to the BFS Travel Unit.

Activities of the Travel Unit within the Accounts Payable/Billing & Collections Section in the Bureau of Fiscal Services

1. The employee travel voucher is reviewed, verifying the repayment of the outstanding travel advance.
2. The repayment is noted on the outstanding travel advance Form DOA-6094 (R01/97).
3. A copy of DMS-148 with repayment noted thereon is forwarded to the Payroll and Benefits Section, Bureau of Personnel and Employment Relations.
4. BPER personnel initial receipt of DMS-148 and returns it to the BFS Travel Unit.
5. The BFS Travel Unit enters the travel voucher into the Fiscal Management System (FMS). The Travel Unit will code the advance repayment as a minus (credit) to appropriation 991, account class 21990 for occasional, or 21890 for continual.
6. The BFS Travel Unit will send any check received for a portion of the travel advance to the Cashier's Unit. The BFS Travel Unit will provide the coding. In lieu of receiving a check for any excess travel advance, the BFS Travel Unit will adjust it off the employee's subsequent paycheck.

REFERENCES

Wisconsin Statutes, section 16.53 (1)(cm)

ATTACHMENTS

1. Advance Travel Expense Request form

CONTACTS

Harlan Olson
Accounts Payable/Billing & Collections
(608) 267-9301

Jean Gevelinger, Chief
Accounts Payable/Billing & Collections
(608) 266-0594

ATTACHMENT 1

ADVANCE TRAVEL EXPENSE REQUEST

STATE OF WISCONSIN

DOA-6094 (R01/97)
s 16 53 Wis Stats

- ☐ Continual Traveler - Enter 2189 under Class
☐ Occasional Traveler - Enter 2199 under Class

Fund	Dept	Appr	Class
		991	
Fund	Agy	Appr	BS Acct

*Social Security # (Vendor #)

WISMART
CODES

- ☐ Continual Traveler - Enter 3610 under BS Acct
☐ Occasional Traveler - Enter 3615 under BS Acct

Z

Name (Last, First, Middle Initial)

Business Phone

Trip Origin

Destination

Dates of Trip

Home Address

Purpose of Trip

Meals
No. of Days at \$ per day \$

Lodging:
No. of Days at \$ per day \$

Transportation ☐ State Owned Vehicle \$
☐ Personal Vehicle ☐ RR or Bus ☐ Air

Other Expenses - Specify (e.g., Conference Fee, etc.) \$

TOTAL ADVANCE REQUESTED
80% of Total Rounded to Lowest \$5.00 \$

* Social Security # required for the accounting system to generate payment."

INSTRUCTIONS

1. Prepare in triplicate for distribution as follows
Original and one copy to your agency Financial Operations Office.
Third copy - Retain in agency.
2. Estimate must EXCEED \$50 to qualify for an advance and be for no more than one month's travel
3. Exclude any costs which will be billed directly to your agency, such as transportation or lodging.
4. Estimated expenses must be based on current reimbursement rates in DER Uniform Travel Schedules or applicable collective bargaining agreement.
5. Normally the advance check should be issued no earlier than 15 working days prior to the trip.
6. For out-of-state trips be sure Request for Out-of-State Travel has been approved prior to departure.
7. If you are an occasional traveler, deduct the advance from the next travel expense voucher submitted.

As an occasional traveler, I fully understand that this travel advance must be deducted in its entirety from the amount on the next travel voucher submitted. As a continual traveler, I understand that I must return this advance immediately upon termination of employment or change in travel status by deducting the amount from my next or final travel claim. Should I fail to repay the amount advanced to cover occasional or continual travel, I understand and agree that the entire amount or remaining unpaid balance may be deducted from my payroll check.

Employee Signature

Date

I certify that I have reviewed this request and find that the estimated costs are reasonable based on the itinerary and that the request is otherwise proper and necessary.

Supervisor Signature

Date